

## Solved and composed by Dua Smile

Question # 1 of 15 ( Start time: 07:48:35 PM ) Total Marks: 1

Workplace violence usually stems from: Resurrection recuration

Select correct option:

**Anger**

Failure

Disturbance

Displeasure

Workplace violence usually stems from anger.

Question # 2 of 15 ( Start time: 07:48:58 PM ) Total Marks: 1

Which one of the following stress is good because it makes you able to achieve something?

Select correct option:

**U stress**

Negative stress

Hyper stress

Distress

Question # 3 of 15 ( Start time: 07:49:32 PM ) Total Marks: 1

One person's belief of himself or herself as being, actually liked by others is an example of which one of the following?

Select correct option:

Self-concept

Self-efficacy

Self-fulfilling prophecy

**Self worth**

Question # 4 of 15 ( Start time: 07:50:18 PM ) Total Marks: 1

Which of the following is listed as the number-one fastest growing occupation in 2000 - 2010?

Select correct option:

Medical assistants

**Computer engineer's application**

Computer support specialists

Computer Systems analysts

Question # 5 of 15 ( Start time: 07:51:05 PM ) Total Marks: 1

A basic theme of the Human Relations is that work and personal life:

Select correct option:

Converge in later life

**Influence each other significantly**

Influence individually

Should be handled differently

Question # 6 of 15 ( Start time: 07:51:38 PM ) Total Marks: 1

Which theory illustrate that our hormones direct us to sense or screen potential mates?

Select correct option:

Physiological

Psychosocial

Psychological

**Biochemical**

**A Biochemical Explanation of Attractiveness**

**According to the biochemical theory, our hormones direct us to sense or screen potential mates.**

Question # 7 of 15 ( Start time: 07:52:23 PM ) Total Marks: 1

Unwritten set of expectations for group members is referred to as:

Select correct option:

**Norms**

Synergy

Performance standards

Job descriptions

**F. Follow Groups Standards of Conduct**

**To be a good co-worker, one has to adhere to group norms, the unwritten set of expectations for group members—what people ought to do.**

Question # 8 of 15 ( Start time: 07:52:48 PM ) Total Marks: 1

Which of the following is NOT a part of the communication process?

Select correct option:

Encoding

Decoding

Feedback

**Accepting**

Question # 9 of 15 ( Start time: 07:53:14 PM ) Total Marks: 1

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Informal transmission of information, scandal or rumor from person to person called:

Select correct option:

Gossip

**Grapevine communication**

Vertical communication

Horizontal communication

Question # 10 of 15 ( Start time: 07:53:42 PM ) Total Marks: 1

A general rule to limit your total borrowing is to take \_\_\_\_\_ of monthly to home.

Select correct option:

**15-20%**

20-25%

10-20%

20-30%

**2. Prepare a monthly spending plan to assess how much debt to assume. (A rule of thumb is for debt payments not to exceed 15 to 20 percent of monthly take-home pay, not including a home mortgage.)**

Question # 11 of 15 ( Start time: 07:54:20 PM ) Total Marks: 1

A nonverbal indicator that a person is lying likely to be:

Select correct option:

A symmetrical smile

Maintaining eye contact without constant staring

**Frequent rubbing of the nose**

Facial expressions that last about four or five seconds

Question # 12 of 15 ( Start time: 07:54:41 PM ) Total Marks: 1

Which of the following situation rises when demands are not met and pressure on individual is prolonged?

Select correct option:

**Stress**

Conflict

Clash

Disagreement

Question # 13 of 15 ( Start time: 07:55:04 PM ) Total Marks: 1

Which one of the following is a disposition to approach an idea, event, person, or an object?

Select correct option:

**Attitude**

Behavior

Perception

Ethics

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Question # 14 of 15 ( Start time: 07:55:41 PM ) Total Marks: 1

Which disorder can be treated successfully with medication and a supportive environment at home and on the job?

Select correct option:

Attention Deficit

**Neurobiological**

Obsessive-Compulsive

Narcolepsy

Question # 15 of 15 ( Start time: 07:56:07 PM ) Total Marks: 1

Work and family conflict occurs when the individual has to perform:

Select correct option:

**Multiple roles**

Few roles

Tricky roles

Unexpected roles

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 1 of 15 ( Start time: 08:02:17 PM ) Total Marks: 1

Which one of the following suggestion can help to resolve conflict with spouses?

Select correct option:

Listen carefully and give feedback

Use more positive behaviors than negative

Be prepared to compromise

**All suggestions can be helpful**

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 2 of 15 ( Start time: 08:02:43 PM ) Total Marks: 1

Which disorder can be treated successfully with medication and a supportive environment at home and on the job?

Select correct option:

Attention Deficit

**Neurobiological**

Obsessive-Compulsive

Narcolepsy

Quiz Start Time: 08:02 PM

Time Left 90

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sec(s)

Question # 2 of 15 ( Start time: 08:02:43 PM ) Total Marks: 1

Which disorder can be treated successfully with medication and a supportive environment at home and on the job?

Select correct option:

Attention Deficit

**Neurobiological**

Obsessive-Compulsive

Narcolepsy

Quiz Start Time: 08:02 PM

Time Left 82

sec(s)

Question # 3 of 15 ( Start time: 08:02:52 PM ) Total Marks: 1

Teams in organizations emphasize \_\_\_\_\_ communication.

Select correct option:

Downward

**Horizontal**

Upward

Diagonal

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 4 of 15 ( Start time: 08:03:14 PM ) Total Marks: 1

\_\_\_\_\_ between the personality and expectations of the organization, results into some sort of stress.

Select correct option:

Divergence

**Dissonance**

Connect

Conflict

**Disconnect or dissonance** between the personality and expectations of that organization, results into some sort of stress. If you learn and adjust quickly to the new environment the stress is chanalized.

Quiz Start Time: 08:02 PM

Time Left 89

sec(s)

Question # 5 of 15 ( Start time: 08:03:42 PM ) Total Marks: 1

The basic principle in getting along with coworkers is to follow:

Select correct option:

Written rules

Work standards

Safety rules

## Group norms

To be a good co-worker, one has to adhere to **group norms**, the unwritten set of expectations for group members—what people ought to do.

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 6 of 15 ( Start time: 08:04:05 PM ) Total Marks: 1

Developing an action plan in goal setting is to:

Select correct option:

**Describe a method for achieve the goal**

Establish rewards for attaining the goal

Establish penalties for not attaining the goal

Adjust the difficulty of the goal

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 7 of 15 ( Start time: 08:04:22 PM ) Total Marks: 1

Which of the following is/are considered to be importance traits of effective leaders?

Select correct option:

Ask the right questions

Gives frequent feedback on performance

Develop partnerships with people

**All the traits are included**

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 8 of 15 ( Start time: 08:04:47 PM ) Total Marks: 1

To experience happiness and satisfaction, an individual should live in:

Select correct option:

**Present moment**

Facilities

Luxuries

Lavishness

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The fifth principle of psychological functioning is *the present moment*. The present moment is where most people find happiness and inner peace.

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 9 of 15 ( Start time: 08:05:10 PM ) Total Marks: 1

Which of the following is listed as the number-one fastest growing occupation in 2000 - 2010?

Select correct option:

Medical assistants

**Computer engineer's application**

Computer support specialists

Computer Systems analysts

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)

Question # 10 of 15 ( Start time: 08:05:26 PM ) Total Marks: 1

Group behavior is dependent upon clear cut exchange of views among group members because:

Select correct option:

**It is important to understand the joint actions people perform when they are together.**

It is important to understand how people label and evaluate relationships.

It is important to understand the opposing forces which affect communication quality.

None of the given options.

Quiz Start Time: 08:02 PM

Time Left 89

sec(s)

Question # 11 of 15 ( Start time: 08:06:20 PM ) Total Marks: 1

A sound long-term investment which has serious decline in value in recent years is:

Select correct option:

Coins

**Gold**

Antiques

Bonds

**8. Gold Bullion.**

Gold has long been considered a sound long-term investment despite its serious decline in value in recent

Quiz Start Time: 08:02 PM

Time Left 89

sec(s)

Question # 12 of 15 ( Start time: 08:06:38 PM ) Total Marks: 1

In the process of \_\_\_\_\_ one should focus on the stimuli that are important, large and intense.

Select correct option:

Initial registration

Positive reinforcement

Overt perception

**Perceptual selection**

Quiz Start Time: 08:02 PM

Time Left 89

sec(s)

Question # 13 of 15 ( Start time: 08:07:08 PM ) Total Marks: 1

Which three types of resources, an organization need?

Select correct option:

**Physical, Financial, Human**

Physical, Financial, Social

Physical, Social, Human

Social, Financial, Human

Quiz Start Time: 08:02 PM

Time Left 89

sec(s)

Question # 14 of 15 ( Start time: 08:07:20 PM ) Total Marks: 1

Which of the following is likely to damage a partnership relationship between the leader and his followers?

Select correct option:

Leader does not share vision with followers

Leader exerts a lot formal power in getting things done by the group

The leader sometime reshapes the facts to fit his needs and is less than honest

**All of the given options**

Quiz Start Time: 08:02 PM

Time Left 90

sec(s)



Question # 15 of 15 ( Start time: 08:07:52 PM ) Total Marks: 1

Which one of the following is NOT a technique for reducing Procrastination?

Select correct option:

Counter attack

Jump-start

Sub-divide the large task

**Professionalism**

#### Techniques for Reducing Procrastination

Being aware of the productivity consequences of procrastination is a good start for reducing procrastination. A few specific techniques are also helpful.

1. Cost of procrastination

2. Counter attack

3. Jump-start

4. Sub-divide the large task

5. Motivate yourself with rewards and punishments

6. WIFO (worst in first out)

7. Commitment to other people

8. Express positivity

Question # 1 of 15 ( Start time: 08:13:03 PM ) Total Marks: 1

Feelings of helpless and negative thinking are examples of \_\_\_\_\_ attitude.

Select correct option:

**Self-defeating**

Distress

Abnormal

Excessive guilt

Question # 2 of 15 ( Start time: 08:13:50 PM ) Total Marks: 1

A Person's views about his job and organization is shown by his/her:

Select correct option:

**Attitude**

Level of ability

Salary

Ethics

Question # 3 of 15 ( Start time: 08:14:26 PM ) Total Marks: 1

Which of following is a suggestion for dealing with difficult people?

Select correct option:

Listen and respond

Give ample feedback

Use humor

**The entire above are suggested ways**

Question # 4 of 15 ( Start time: 08:14:52 PM ) Total Marks: 1  
According to a research \_\_\_\_\_ is the top happiest country.  
Select correct option:

England

China

Germany

**Denmark**

According to a research Denmark is the top happiest country

Question # 5 of 15 ( Start time: 08:15:39 PM ) Total Marks: 1  
According to a research \_\_\_\_\_ is the second happiest country.  
Select correct option:

Denmark

**Germany**

China

England

Question # 6 of 15 ( Start time: 08:16:11 PM ) Total Marks: 1  
Work and family conflict occurs when the individual has to perform:  
Select correct option:

**Multiple roles**

Few roles

Tricky roles

Unexpected roles

Question # 7 of 15 ( Start time: 08:16:37 PM ) Total Marks: 1  
Salesperson should try to create goodwill through:  
Select correct option:

**Proper communication**

Suggestive Selling

Merchandise Knowledge

Question # 8 of 15 ( Start time: 08:17:08 PM ) Total Marks: 1

Hazrat Moosa belongs to the category of born leaders which is included in \_\_\_\_\_ theory.

Select correct option:

**Bigman**

Contingency

Trait

Exchange

Question # 9 of 15 ( Start time: 08:17:29 PM ) Total Marks: 1

Which of the following is a tendency to seek and enjoy social relationships with others?

Select correct option:

**Sociability**

Hostility

Resentment

Supremacy

Question # 1 of 15 ( Start time: 08:23:55 PM ) Total Marks: 1

Which of the following is a tendency to seek and enjoy social relationships with others?

Select correct option:

**Sociability**

Hostility

Resentment

Supremacy

Quiz Start Time: 08:23 PM Time Left 88

sec(s)

Question # 2 of 15 ( Start time: 08:24:52 PM ) Total Marks: 1

The leading cause of poor productivity and career self-sabotage is:

Select correct option:

Nepotism

Sabotage

**Procrastination**

Overwhelming

The leading cause of poor productivity and career self-sabotage is **procrastination**, delaying a task for an invalid or weak reason. Even productive people have problems with procrastination at times.

Quiz Start Time: 08:23 PM Time Left 88 sec(s)

Question # 3 of 15 ( Start time: 08:25:19 PM ) Total Marks: 1

Achieving good cross-cultural relations is hampered somewhat by people's predisposition to:

Select correct option:

Classify

**Discriminate**

Judge

Categorize

Achieving good cross-cultural relations is hampered by people's predisposition to discriminate.

Quiz Start Time: 08:23 PM Time Left 89 sec(s)

Question # 4 of 15 ( Start time: 08:25:43 PM ) Total Marks: 1

The government offers different types of secure investments to the public including:

Select correct option:

Treasury bills and treasury bonds

Treasury notes

Defense savings certificates

All of the given options

**3. Treasury Securities.**

The government offers different types of secure investments to the public: treasury bills, treasury notes, treasury bonds, defense savings certificates, etc.

Quiz Start Time: 08:23 PM Time Left 87  
sec(s)

Question # 5 of 15 ( Start time: 08:26:03 PM ) Total Marks: 1

Which of the following country make more extensive use of body language as high-context culture?

Select correct option:

**China**

France

Korea

Mexico

Quiz Start Time: 08:23 PM Time Left 88  
sec(s)

Question # 6 of 15 ( Start time: 08:26:24 PM ) Total Marks: 1

Which of the following characteristics would likely be included in a training program that is designed to teach individuals about diversity in organization?

Select correct option:

Hair status

Weight status

Abilities

**All the characteristics included**

Quiz Start Time: 08:23 PM Time Left 87  
sec(s)

Question # 7 of 15 ( Start time: 08:26:46 PM ) Total Marks: 1

Most people get promoted because:

Select correct option:

Of favoritism

**Efficient perform**

They take initiative to do more than what is expected

There are no other good employees in the company

**Criterion for promotion should be the performance rather than personal likes or dislikes.**

Quiz Start Time: 08:23 PM Time Left 89  
sec(s)

Question # 8 of 15 ( Start time: 08:27:58 PM ) Total Marks: 1

Which one of the following keeps searching for more information before making a decision?

Select correct option:

**Perfectionist**

Rigid person

Intelligent

Flexible person

Quiz Start Time: 08:23 PM Time Left 87  
sec(s)

Question # 9 of 15 ( Start time: 08:28:21 PM ) Total Marks: 1

Which one of the following would be considered as an organization?

Select correct option:

People in a train

**People grouped together as a business**

A "society" of insects

People who know each other

Quiz Start Time: 08:23 PM Time Left 88  
sec(s)

Question # 10 of 15 ( Start time: 08:28:50 PM ) Total Marks: 1

Which one of the following is NOT the reason of over spending of money?

Select correct option:

Shop Keeper is friendly

Enjoy shopping

Credit is accessible easily

**Having a long term debt**

**Reasons for over spending**

Let us have a look at the reasons of over-spending of money.

**1. Shop Keeper is friendly**

Some times it so happens, that shopping mall or the environment or the salesperson is so friendly that

people spend unnecessarily on the things they do not need actually.

## **2. Enjoy shopping**

Some people are spendthrift. They enjoy shopping. They spend money and get pleasure.

## **3. Shopping as a social and group activity**

Some time people shop goods as a group activity. They waste money on buying goods unnecessarily.

## **4. Desire for possessions**

Some people buy precious things for the sake of possession.

## **5. Credit is available easily (use of credit card)**

In this age of credit card, people have developed the habit of spending money on unnecessary things.

Quiz Start Time: 08:23 PM Time Left 87  
sec(s)

Question # 11 of 15 ( Start time: 08:29:22 PM ) Total Marks: 1  
Unsatisfied needs motivate us until they:  
Select correct option:

### **Become satisfied**

Become discouraged  
Direct to working hard

Direct to self-esteem

Quiz Start Time: 08:23 PM Time Left 88  
sec(s)

Question # 12 of 15 ( Start time: 08:29:43 PM ) Total Marks: 1  
Which of the following is likely to damage a partnership relationship between the leader and his followers?  
Select correct option:

Leader does not share vision with followers  
Leader exerts a lot formal power in getting things done by the group  
The leader sometime reshapes the facts to fit his needs and is less than honest

### **All of the given options**

Quiz Start Time: 08:23 PM Time Left 88  
sec(s)

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Question # 13 of 15 ( Start time: 08:30:03 PM ) Total Marks: 1

Which one of the following is NOT the characteristic of a group?

Select correct option:

Share common goals

**One sided interaction**

Characterize themselves as members

Belongingness to members

Quiz Start Time: 08:23 PM Time Left 88

sec(s)

Question # 14 of 15 ( Start time: 08:30:30 PM ) Total Marks: 1

Leaders of effective groups share all of the following characteristics EXCEPT:

Select correct option:

**They have led successful groups in the past**

They provide direction and meaning to the people they are leading

They favor action and risk taking

They are purveyors of hope

Quiz Start Time: 08:23 PM Time Left 88

sec(s)

Question # 15 of 15 ( Start time: 08:31:25 PM ) Total Marks: 1

Networking implies helping others and doing all of the following EXCEPT:

Select correct option:

Giving advice

Giving industry specific information

**Giving trade secrets**

Giving contacts

Question # 10 of 15 ( Start time: 08:34:12 PM ) Total Marks: 1

A gross deficiency in any one sphere detracts from:

Select correct option:

**Happiness**

Satisfaction

Agreement

Direction

**a gross deficiency in any one sphere detracts from happiness**



Question # 11 of 15 ( Start time: 08:35:09 PM ) Total Marks: 1

The two main components of self-esteem are:

Select correct option:

Self-respect and self-denial

Self-confidence and self-indulgence

**Self-efficacy and self-respect**

Self-denial and self-discipline

key elements to ask questions when identifying the root cause of a problem are:

Select correct option:

**People, materials and methods**

Effects, consequences and results

Equipment and services, attitudes and motivations

Qualitative, quantitative and impartial factors

Question # 13 of 15 ( Start time: 08:36:22 PM ) Total Marks: 1

Which of the following is NOT recommended as a way of creating a strong presence?

Select correct option:

Get involved in high visibility projects

Get involved in teams

**Take hold on to your manager's favorite tasks**

Make constructive suggestions

Question # 14 of 15 ( Start time: 08:37:01 PM ) Total Marks: 1

All of the following are major dimensions of difference in cultural values EXCEPT:

Select correct option:

Individualism versus collectivism

Acceptance of power and authority

**Learned versus shared**

Materialism versus concern for others

**Individualism vs. collectivism:**

**2. Acceptance of power and authority:**

**4. Materialism vs. concern for others:**

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4. Formality vs. informality:

5. Urgent time orientation vs. casual time orientation:

6. Work orientation vs. leisure orientation:

7. High context vs. low-context cultures:

Question # 15 of 15 ( Start time: 08:38:18 PM ) Total Marks: 1

Which of the following is a suggested way of building good relationships with customers?

Select correct option:

When a customer complains, be defensive

**Show care and concern for the customer**

Establish customer dissatisfaction goals

Place the company's needs first

Question # 1 of 15 ( Start time: 08:42:51 PM ) Total Marks: 1

“You tell yourself that if you try again, something terrible will happen.” Which term is used to depict above saying?

Select correct option:

**Fear narrative**

Career boomerang

Career portability

Risk taking

**fear narrative, in which you tell yourself that if you try again, something terrible will happen.**

Quiz Start Time: 08:42 PM Time Left 86  
sec(s)

Question # 2 of 15 ( Start time: 08:44:01 PM ) Total Marks: 1

Unsatisfied needs motivate us until they:

Select correct option:

**Become satisfied**

Become discouraged

Direct to working hard

Direct to self-esteem

Quiz Start Time: 08:42 PM Time Left 87  
sec(s)

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Question # 3 of 15 ( Start time: 08:44:39 PM ) Total Marks: 1

Which of following is a suggestion for dealing with difficult people?

Select correct option:

Listen and respond

Give ample feedback

Use humor

**The entire above are suggested ways**

Quiz Start Time: 08:42 PM Time Left 87

sec(s)

Question # 4 of 15 ( Start time: 08:45:18 PM ) Total Marks: 1

Which one of the following is NOT the characteristic of a group?

Select correct option:

Share common goals

**One sided interaction**

Characterize themselves as members

Belongingness to members

Quiz Start Time: 08:42 PM Time Left 87

sec(s)

Question # 5 of 15 ( Start time: 08:45:53 PM ) Total Marks: 1

Creativity takes place when \_\_\_\_\_ components come together.

Select correct option:

**Three**

Two

Four

One

**Creativity takes place when three components come together: expertise, creative-thinking skills, and the right type of motivation. Expertise refers to the necessary knowledge to put facts together**

Quiz Start Time: 08:42 PM Time Left 85

sec(s)

Question # 6 of 15 ( Start time: 08:47:11 PM ) Total Marks: 1

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Unwritten set of expectations for group members is referred to as:

Select correct option:

**Norms**

Synergy

Performance standards

Job descriptions

Quiz Start Time: 08:42 PM Time Left 87  
sec(s)

Question # 7 of 15 ( Start time: 08:48:06 PM ) Total Marks: 1

A sound long-term investment which has serious decline in value in recent years is:

Select correct option:

Coins

**Gold**

Antiques

Bonds

Quiz Start Time: 08:42 PM Time Left 87  
sec(s)

Question # 7 of 15 ( Start time: 08:48:06 PM ) Total Marks: 1

A sound long-term investment which has serious decline in value in recent years is:

Select correct option:

Coins

**Gold**

Antiques

Bonds

**Gold has long been considered a sound long-term investment despite its serious decline in value in recent years.**

Quiz Start Time: 08:42 PM Time Left 88  
sec(s)

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Question # 8 of 15 ( Start time: 08:49:27 PM ) Total Marks: 1

Workplace violence usually stems from:

Select correct option:

**Anger**

Failure

Disturbance

Displeasure

Quiz Start Time: 08:42 PM Time Left 87

sec(s)

Question # 9 of 15 ( Start time: 08:49:52 PM ) Total Marks: 1

Visionary people who can guide their mentees through their past experiences called:

Select correct option:

**Mentors**

Change agent

Planner

Advisor

**E. Find a Mentor**

**Mentors are visionary people who can guide their mentees through their past experiences. Most successful people have had one or more mentors during their career.**

Quiz Start Time: 08:42 PM Time Left 87

sec(s)

Question # 10 of 15 ( Start time: 08:50:58 PM ) Total Marks: 1

An individual who develops a strong work ethic will:

Select correct option:

**Be strongly motivated**

Be qualified for a managerial position

Behave in a highly decent manner

Develop a learning-goal orientation

Quiz Start Time: 08:42 PM Time Left 86

sec(s)

Question # 11 of 15 ( Start time: 08:51:53 PM ) Total Marks: 1

Directing your \_\_\_\_\_ in a positive direction will enhance your happiness.

Select correct option:

**Thinking**

Mood

Present moment

Present moment

**thinking. Directing your thinking in a positive direction will enhance your happiness.**

Quiz Start Time: 08:42 PM Time Left 86  
sec(s)

Question # 12 of 15 ( Start time: 08:52:29 PM ) Total Marks: 1

Identify the major contributor to happiness.

Select correct option:

Attaining a goal per day

Leading the Net lifestyle

Having a regular recreation

**Leading a meaningful life**

Quiz Start Time: 08:42 PM Time Left 86  
sec(s)

Question # 13 of 15 ( Start time: 08:53:53 PM ) Total Marks: 1

The key elements to ask questions when identifying the root cause of a problem are:

Select correct option:

**People, materials and methods**

Effects, consequences and results

Equipment and services, attitudes and motivations

Qualitative, quantitative and impartial factors

Quiz Start Time: 08:42 PM Time Left 88  
sec(s)

Question # 14 of 15 ( Start time: 08:54:33 PM ) Total Marks: 1

Waleed knows his leadership qualities and the strengths and weaknesses. He is more likely to accomplish his assigned task that shows his self:

Select correct option:

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Love

Esteem

**Awareness**

Perception

Quiz Start Time: 08:42 PM Time Left 87  
sec(s)

Question # 15 of 15 ( Start time: 08:55:14 PM ) Total Marks: 1

Which of the following is NOT the type of psychological tests that are used in selecting employees?

Select correct option:

**Attitude tests**

Interest tests

Personality tests

Achievement tests

Quiz Start Time: 09:00 PM

Time Left 87

sec(s)

Question # 1 of 15 ( Start time: 09:00:19 PM ) Total Marks: 1

Employees who endeavor to ensure the proper, effective and efficient use of organizational resources have:

Select correct option:

**Professional values**

Democratic values

Ethical values

People values

**Professional values**

**Serving with competence, excellence, efficiency, objectivity and impartiality comes under professional values. Employees shall Endeavour to ensure the proper, effective and efficient use of organizational resources.**

Quiz Start Time: 09:00 PM

Time Left 86

sec(s)

Question # 2 of 15 ( Start time: 09:00:52 PM ) Total Marks: 1

A basic theme of the Human Relations is that work and personal life:

Select correct option:

Converge in later life

**Influence each other significantly**

Influence individually

Should be handled differently

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 3 of 15 ( Start time: 09:01:28 PM ) Total Marks: 1

According to a research \_\_\_\_\_ is the second happiest country.

Select correct option:

Denmark

**Germany**

China

England

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 4 of 15 ( Start time: 09:02:00 PM ) Total Marks: 1

Spends too much time on the Internet that effect work, sleep deprivation and neglects human contact, all are the reasons of:

Select correct option:

**Internet dependence**

Internet professional

Internet customer

Internet fond

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 5 of 15 ( Start time: 09:02:20 PM ) Total Marks: 1

Negotiation may takes place:

Select correct option:

Between two people

Between groups

Within a group

**All of the given options**

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 6 of 15 ( Start time: 09:02:39 PM ) Total Marks: 1

Directing your \_\_\_\_\_ in a positive direction will enhance your happiness.

Select correct option:

**Thinking**

Mood



Present moment

Present moment

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 7 of 15 ( Start time: 09:03:05 PM ) Total Marks: 1

The most frequently satisfied need is:

Select correct option:

**Safety and security .**

Esteem

Belongingness and love

Self-actualization

Quiz Start Time: 09:00 PM

Time Left 87

sec(s)

Question # 8 of 15 ( Start time: 09:03:30 PM ) Total Marks: 1

Creativity takes place when \_\_\_\_\_ components come together.

Select correct option:

**Three**

Two

Four

One

Quiz Start Time: 09:00 PM

Time Left 89

sec(s)

Question # 9 of 15 ( Start time: 09:03:50 PM ) Total Marks: 1

Which of the following characteristics would likely be included in a training program that is designed to teach individuals about diversity in organization?

Select correct option:

Hair status

Weight status

Abilities

**All the characteristics included**

Quiz Start Time: 09:00 PM

Time Left 87

sec(s)

Question # 10 of 15 ( Start time: 09:04:08 PM ) Total Marks: 1

Which of the following is likely to damage a partnership relationship between the leader and his followers?

Select correct option:

Leader does not share vision with followers

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Leader exerts a lot formal power in getting things done by the group

The leader sometime reshapes the facts to fit his needs and is less than honest

**All of the given options**

Quiz Start Time: 09:00 PM

Time Left 88

sec(s)

Question # 11 of 15 ( Start time: 09:04:41 PM ) Total Marks: 1

Which one of the following is NOT an example of self defeating behavior?

Select correct option:

Disorganization

Excessive guilt

Losing temper

**Proactive**

Quiz Start Time: 09:00 PM

Time Left 88

sec(s)

Question # 12 of 15 ( Start time: 09:05:16 PM ) Total Marks: 1

The way people perceive and identify us, is best described by which of the following terms:

Select correct option:

**Perceived Self**

Projected Self

Private Self

Self-concept

Quiz Start Time: 09:00 PM

Time Left 88

sec(s)

Question # 13 of 15 ( Start time: 09:05:53 PM ) Total Marks: 1

The actions or reactions of an individual in response to external or internal stimuli is called:

Select correct option:

Attitude

**Behavior**

Perception

Ethics

Quiz Start Time: 09:00 PM

Time Left 88

sec(s)

Question # 14 of 15 ( Start time: 09:06:26 PM ) Total Marks: 1

Ayesha is known for walking the talk, or showing consistency between her words and her actions. Ayesha has developed a reputation for:

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Select correct option:

Self-confidence

Emotional intelligence

**Trustworthiness**

High energy

## **2. Trustworthiness:**

Both leaders themselves and group members believe that being honest and sustaining trust, are important.

Today's cliché is that leaders *walk the talk*.

Quiz Start Time: 09:00 PM

Time Left 88

sec(s)

Question # 15 of 15 ( Start time: 09:07:01 PM ) Total Marks: 1

“Ali evaluates himself as one of the efficient, excellent and strong employee in the organization” This statement is the best description of which of the following?

Select correct option:

**Self perception**

Self worth

Self love

Self respect

Quiz Start Time: 09:09 PM Time Left 88

sec(s)

Question # 1 of 15 ( Start time: 09:09:47 PM ) Total Marks: 1

All of the following personality traits can easily stimulate stress EXCEPT:

Select correct option:

Destructive

Short-tempered

Emotional

**Agreeable**

Quiz Start Time: 09:09 PM Time Left 88

sec(s)

Question # 2 of 15 ( Start time: 09:10:30 PM ) Total Marks: 1

Which of the following characteristics would likely be included in a training program that is designed to teach individuals about diversity in organization?

Select correct option:

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Hair status

Weight status

Abilities

**All the characteristics included**

Quiz Start Time: 09:09 PM Time Left 88  
sec(s)

Question # 3 of 15 ( Start time: 09:10:47 PM ) Total Marks: 1

All of the following are major dimensions of difference in cultural values EXCEPT:

Select correct option:

Individualism versus collectivism

Acceptance of power and authority

**Learned versus shared**

Materialism versus concern for others

Quiz Start Time: 09:09 PM Time Left 88  
sec(s)

Question # 4 of 15 ( Start time: 09:11:14 PM ) Total Marks: 1

Identify which test measures the applicant's knowledge and skills.

Select correct option:

Personality

**Achievement**

Aptitude

Interest

1. Achievement tests sample and measure the applicant's knowledge and skills.
2. Aptitude tests measure an applicant's capacity or potential for performing satisfactorily on the job, given sufficient training.
3. Personality tests measure personal traits and characteristics that could be related to job performance.
4. Interest tests measure preferences for engaging in certain job activities.
5. Honesty tests measure tendencies toward telling the truth. Such tests can be in paper and pencil

Quiz Start Time: 09:09 PM Time Left 85  
sec(s)

Question # 5 of 15 ( Start time: 09:11:53 PM ) Total Marks: 1

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Which one of the following stress is good because it makes you able to achieve something?

Select correct option:

**U stress**

Negative stress

Hyper stress

Distress

Quiz Start Time: 09:09 PM Time Left 79  
sec(s)

Question # 6 of 15 ( Start time: 09:12:40 PM ) Total Marks: 1

Feeling competent to cope with the basic challenges in life and of being valuable of happiness is called:

Select correct option:

**Self-esteem**

Egotism

Wishful thinking

Self efficacy

Quiz Start Time: 09:09 PM Time Left 86  
sec(s)

Question # 7 of 15 ( Start time: 09:13:15 PM ) Total Marks: 1

Ali is valued by his employer because of the way he handles complaints. It is likely that Ali:

Select correct option:

Lets his boss solve his complaints

Goes to his boss's boss with his complaints

Gets his coworkers involved with his complaints

**Backs up complaints with action plans ( not sure)**

Quiz Start Time: 09:09 PM Time Left 87  
sec(s)

Question # 8 of 15 ( Start time: 09:13:59 PM ) Total Marks: 1

Creativity takes place when \_\_\_\_\_ components come together.

Select correct option:

**Three**

Two

Four

One

Quiz Start Time: 09:09 PM Time Left 83  
sec(s)

Question # 9 of 15 ( Start time: 09:14:19 PM ) Total Marks: 1  
Which of the following is/are considered to be importance traits of effective leaders?  
Select correct option:

Ask the right questions  
Gives frequent feedback on performance  
Develop partnerships with people  
**All the traits are included**

Quiz Start Time: 09:09 PM Time Left 71  
sec(s)

Question # 10 of 15 ( Start time: 09:14:42 PM ) Total Marks: 1  
Give importance first one of the following while choosing a career.  
Select correct option:

**Experience**

Money  
Income  
Life style

**In your first job, opt for experience first and money second**

Question # 11 of 15 ( Start time: 09:15:35 PM ) Total Marks: 1  
There should be knowledge of self \_\_\_\_\_ while planning a career.  
Select correct option:

Strength  
Opportunities  
Power

**Strengths and weaknesses**

Quiz Start Time: 09:09 PM Time Left 79  
sec(s)

Question # 12 of 15 ( Start time: 09:16:05 PM ) Total Marks: 1  
Strong and close relations are found in \_\_\_\_\_ group.  
Select correct option:

**Primary**

Secondary

Formal

Informal

Quiz Start Time: 09:09 PM Time Left 82  
sec(s)

Question # 13 of 15 ( Start time: 09:16:41 PM ) Total Marks: 1  
Attitudes are an important part of human relations because they are linked to:  
Select correct option:

Perception

Motivation

**Relationships**

All of the given options

Quiz Start Time: 09:09 PM Time Left 87  
sec(s)

Question # 14 of 15 ( Start time: 09:17:42 PM ) Total Marks: 1  
Work and family conflict occurs when the individual has to perform:  
Select correct option:

**Multiple roles**

Few roles

Tricky roles

Unexpected roles

Quiz Start Time: 09:09 PM Time Left 83  
sec(s)

Question # 15 of 15 ( Start time: 09:17:55 PM ) Total Marks: 1  
Sajid demonstrates effective self-management by:

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Select correct option:

Working to get her way in interactions with others

Blaming others when things go wrong

**Acting with honesty and integrity on a consistent basis**

Dropping projects that are too frustrating

Quiz Start Time: 09:23 PM Time Left 88  
sec(s)

Question # 1 of 15 ( Start time: 09:23:25 PM ) Total Marks: 1

Which of the following is a feeling of distress or restlessness caused by fear of an imagined problem?

Select correct option:

**Anxiety**

Hopelessness

Narcolepsy

Gloominess

**Anxiety is a feeling of distress or uneasiness caused by fear of an imagined problem.**

Quiz Start Time: 09:23 PM Time Left 86  
sec(s)

Question # 2 of 15 ( Start time: 09:24:04 PM ) Total Marks: 1

To develop a good relationship with your manager or team leader you should:

Select correct option:

Act like you enjoy your work

Continue your education

**Perform your job well**

Bring your manager coffee every morning

Quiz Start Time: 09:23 PM Time Left 88  
sec(s)

Question # 3 of 15 ( Start time: 09:24:41 PM ) Total Marks: 1

All of the following are the rational steps for the development of a personal budget EXCEPT:

Select correct option:

Establishing goals

**Getting the budget approved**



### **Steps in budget making**

Developing a budget can be divided into a series of logical steps.

#### **Establishing goals**

You should keep in mind your goals while establishing a budget so that you could make the best use of your money.

#### **1. Estimating income**

First of all estimate your income and then plan the spending of money. You should be aware of the total amount that you have in order to develop realistic budget.

#### **2. Estimating expenses**

Do this by keeping careful track of current spending.

#### **3. Comparing expenses and income.**

Remember that the true profit from your labor is the difference between your net income and total

expenses. If you spend all your money and you are left with nothing, it is not sensible.

You must save something for unseen expenses that may arise in future.

#### **4. Carrying out the budget**

Try to spend money according to your budget. If you spend more than the expected amount on various things, then it is no use of making budget.

#### **6. Evaluating the Plan**

A budget usually needs reworking until it fits your needs. You can evaluate your budget time to time.

9:25 PM

Quiz Start Time: 09:23 PM Time Left 87  
sec(s)

Question # 4 of 15 ( Start time: 09:26:03 PM ) Total Marks: 1

What kind of personality is usually associated with stress?

Select correct option:

**Type A**

Type B

Inner directed

Traditional

Quiz Start Time: 09:23 PM Time Left 88  
sec(s)

Question # 5 of 15 ( Start time: 09:26:39 PM ) Total Marks: 1

Ideally you should pursue a career that provides you with right balance among work, leisure, and interaction with \_\_\_\_\_.

Select correct option:

Data

Things

**People**

Information

Quiz Start Time: 09:23 PM Time Left 88  
sec(s)

Question # 6 of 15 ( Start time: 09:27:11 PM ) Total Marks: 1

Ali is valued by his employer because of the way he handles complaints. It is likely that Ali:

Select correct option:

Lets his boss solve his complaints

Goes to his boss's boss with his complaints

Gets his coworkers involved with his complaints

**Backs up complaints with action plans**

Quiz Start Time: 09:23 PM Time Left 89  
sec(s)

Question # 7 of 15 ( Start time: 09:27:58 PM ) Total Marks: 1

Directing your \_\_\_\_\_ in a positive direction will enhance your happiness.

Select correct option:

**Thinking**

Mood

Present moment

Present moment

Quiz Start Time: 09:23 PM Time Left 88

sec(s)

Question # 8 of 15 ( Start time: 09:28:21 PM ) Total Marks: 1

The government offers different types of secure investments to the public including:  
Select correct option:

Treasury bills and treasury bonds

Treasury notes

Defense savings certificates

**All of the given options**

Quiz Start Time: 09:23 PM Time Left 88

sec(s)

Question # 9 of 15 ( Start time: 09:28:47 PM ) Total Marks: 1

One must keep in mind the following to manage anger EXCEPT:  
Select correct option:

Express your anger before it reaches a high intensity

**Hesitant to express anger**

Ask for feedback after expressing your anger

Anger can be an energizing force if properly channeled

Quiz Start Time: 09:23 PM Time Left 88

sec(s)

Question # 10 of 15 ( Start time: 09:29:30 PM ) Total Marks: 1

Which one of the following is NOT a technique for reducing Procrastination?  
Select correct option:

Counter attack

Jump-start

Sub-divide the large task

**Professionalism**

Quiz Start Time: 09:23 PM Time Left 88

sec(s)

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Question # 11 of 15 ( Start time: 09:30:02 PM ) Total Marks: 1

A significant fact about culture is that it is:

Select correct option:

Learned and kept private

**Learned and shared**

Shaped mostly through genetics

Acquired mostly through formal education

**Culture is a learned and shared system of knowledge, beliefs, values, attitudes, and norms**

Quiz Start Time: 09:23 PM Time Left 89

sec(s)

Question # 12 of 15 ( Start time: 09:30:37 PM ) Total Marks: 1

Which one of the following is NOT the reason of over spending of money?

Select correct option:

Shop Keeper is friendly

Enjoy shopping

Credit is accessible easily

**Having a long term debt**

Quiz Start Time: 09:23 PM Time Left 88

sec(s)

Question # 13 of 15 ( Start time: 09:31:04 PM ) Total Marks: 1

Hamna frequently identifies opportunities and acts until she brings about change. Which type of personality she has?

Select correct option:

**Proactive**

Inner directed

Type B

Type A

**J. Develop a Proactive Personality**

An active agent in taking control of forces around him or her stands a better chance of capitalizing on

opportunities. A **proactive personality** is a person relatively unconstrained by forces in the situation and

who brings about environmental change. Managers prefer proactive employees because they take the

initiative to take care of problems.

Quiz Start Time: 09:23 PM Time Left 87  
sec(s)

Question # 14 of 15 ( Start time: 09:31:50 PM ) Total Marks: 1

The characteristics of creative workers include:

Select correct option:

Personality

Knowledge

Intellectual abilities

**All of the given options**

Quiz Start Time: 09:23 PM Time Left 88  
sec(s)

Question # 15 of 15 ( Start time: 09:32:10 PM ) Total Marks: 1

If somebody happens to meet a road accident, nobody bothers to stop and look after him.

It demonstrates the:

Select correct option:

Group apathy

Private apathy

**Social apathy** ( not sure)

Public apathy

**Apathy and society**

**Apathy is permeating in our society increasingly. Suppose, if somebody happens to meet a road accident, nobody bothers to stop and look after him.**

Question # 1 of 15 ( Start time: 09:36:28 PM ) Total Marks: 1

All of the following are major dimensions of difference in cultural values EXCEPT:

Select correct option:

Individualism versus collectivism

Acceptance of power and authority

**Learned versus shared**

Materialism versus concern for others

Question # 2 of 15 ( Start time: 09:36:43 PM ) Total Marks: 1

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On a continuum of dominance, people tend to be either:

Select correct option:

**Low dominating or high dominating**

High dominating

Low dominating

Dominance

Question # 3 of 15 ( Start time: 09:37:15 PM ) Total Marks: 1

A person is able to perform better in which stress:

Select correct option:

Work

**Positive**

Negative

Emotional

Question # 4 of 15 ( Start time: 09:37:34 PM ) Total Marks: 1

If an individual has no concern of the political activities that who is being elected in elections, it is the sign of:

Select correct option:

Compassion

Passivity

Empathy

**Apathy**

Question # 5 of 15 ( Start time: 09:38:28 PM ) Total Marks: 1

Companies gain the edge when, in addition to having an educated workforce, employees have high self-esteem and show all of the following behavior EXCEPT:

Select correct option:

Trusting your own capabilities

**A feeling of dependency on leadership for direction**

Being creative and innovative

Taking personal responsibility for problems

Question # 6 of 15 ( Start time: 09:39:13 PM ) Total Marks: 1

Ali has the ability of good human relations skills EXCEPT:

Select correct option:

See things from the other person's viewpoint

**Be resentful of others**

Instigate to build and maintains relationships

Understand the expectations of others

Question # 7 of 15 ( Start time: 09:39:54 PM ) Total Marks: 1

Which of the following is NOT recommended as a way of creating a strong presence?

Select correct option:

Get involved in high visibility projects

Get involved in teams

**Take hold on to your manager's favorite tasks**

Make constructive suggestions

Question # 8 of 15 ( Start time: 09:40:12 PM ) Total Marks: 1

Cyber networking includes:

Select correct option:

Newsgroups

Mailing lists, SMS

Chat rooms and e-mail

**All of the given options**

**Cyber networking includes newsgroups, mailing lists, chat rooms, and e-mail.**

Question # 9 of 15 ( Start time: 09:40:40 PM ) Total Marks: 1

Visionary people who can guide their mentees through their past experiences called:

Select correct option:

**Mentors**

Change agent

Planner

Advisor

Question # 10 of 15 ( Start time: 09:40:59 PM ) Total Marks: 1

The ages of \_\_\_\_\_ are the most crucial in developing and strengthen your feelings about yourself.

Select correct option:

**12-18**

13-16

11-14

10-13

Question # 11 of 15 ( Start time: 09:41:17 PM ) Total Marks: 1

Mostly personal problems emerge through self-defeating:

Select correct option:

**Attitudes and behaviors**

Approach

Actions

Activities

Question # 12 of 15 ( Start time: 09:41:45 PM ) Total Marks: 1

Which of the following situation rises when demands are not met and pressure on individual is prolonged?

Select correct option:

**Stress**

Conflict

Clash

Disagreement

Question # 13 of 15 ( Start time: 09:42:02 PM ) Total Marks: 1

Nonverbal communications are:

Select correct option:

**Neither spoken nor written**

Only written

Only spoken

Not real communications

Question # 14 of 15 ( Start time: 09:42:22 PM ) Total Marks: 1

Hamna is fast moving, hardworking, impatient and preoccupied with work, she has:

Select correct option:

**Type A personality**

Traditional personality

Type B personality

Other directed personality

Question # 15 of 15 ( Start time: 09:42:43 PM ) Total Marks: 1

How might you use information about cultural differences to improve interpersonal relationships on the job?

Select correct option:

**To recognize that a person's national values might influence his or her behavior**

To learn which people from other cultures you should avoid completely

To get people from other cultures to work harder



Many cultures consider themselves to be at the center of the world

**Applying Knowledge of Cultural Differences;**

**The key principle to recognizing cultural differences is to be alert to these differences, and to be sensitive to**

**how they could affect your dealing with people. To improve interpersonal relationships on the job,**

**recognize that a person's national values might influence his or her behaviour.**

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 1 of 15 ( Start time: 09:44:56 PM ) Total Marks: 1

Good relationships build due to proper:

Select correct option:

Resume

**Communication**

Behavior

Attitude

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 2 of 15 ( Start time: 09:45:36 PM ) Total Marks: 1

An employee who wants to be a good team player should:

Select correct option:

Avoid giving information and opinions to others

Avoid asking for favors from other team members

Keep jokes to himself or herself

**Provide emotional support to group members**

Quiz Start Time: 09:44 PM Time Left 88  
sec(s)

Question # 3 of 15 ( Start time: 09:46:25 PM ) Total Marks: 1

\_\_\_\_\_ between the personality and expectations of the organization, results into some sort of stress.

Select correct option:

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Divergence

**Dissonance**

Connect

Conflict

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 4 of 15 ( Start time: 09:46:54 PM ) Total Marks: 1

Which type of skills are more likely to be bypassed for promotion or terminated than for poor technical skills?

Select correct option:

**Interpersonal skills**

Intrapersonal skills

Mechanical skills

Special skills

**Workers are more likely to be bypassed for promotion or terminated for poor interpersonal skills than for poor technical skills.**

Quiz Start Time: 09:44 PM Time Left 86  
sec(s)

Question # 5 of 15 ( Start time: 09:47:44 PM ) Total Marks: 1

According to which technique, you mentally convert negative aspects into positive ones by looking for positive elements in a situation?

Select correct option:

**Cognitive restructuring**

Optimistic approach

Grievance Procedure

Negotiation

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 6 of 15 ( Start time: 09:48:29 PM ) Total Marks: 1

Which of the following is NOT one of the steps in the communication process?

Select correct option:

Transmission over communication media

Decoding message

Encoding message

**Noise**

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 7 of 15 ( Start time: 09:49:06 PM ) Total Marks: 1

A significant feature of the \_\_\_\_\_ career path is that people are more likely to advance by moving sideways than moving up.

Select correct option:

**Horizontal**

Lateral

Vertical

Diagonal

A horizontal career path is slightly easier to predict than a vertical one. A significant feature of the \_\_\_\_\_ horizontal career path is that people are more likely to advance by moving sideways than moving up.

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 8 of 15 ( Start time: 09:49:53 PM ) Total Marks: 1

A basic theme of the Human Relations is that work and personal life:

Select correct option:

Converge in later life

**Influence each other significantly**

Influence individually

Should be handled differently

Quiz Start Time: 09:44 PM Time Left 88  
sec(s)

Question # 9 of 15 ( Start time: 09:50:20 PM ) Total Marks: 1

Which one of the following suggestion can help to resolve conflict with spouses?

Select correct option:

Listen carefully and give feedback

Use more positive behaviors than negative

Be prepared to compromise

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 10 of 15 ( Start time: 09:50:45 PM ) Total Marks: 1  
Which of the following is a suggestion for building good relationships with coworkers?  
Select correct option:

Maintain honest and open relationships  
Make other people feel important  
Be a team player

**The entire above are suggested ways**

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 11 of 15 ( Start time: 09:51:18 PM ) Total Marks: 1  
Creativity takes place when \_\_\_\_\_ components come together.  
Select correct option:

**Three**

Two

Four

One

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 12 of 15 ( Start time: 09:51:46 PM ) Total Marks: 1  
An individual who develops a strong work ethic will:  
Select correct option:

**Be strongly motivated**

Be qualified for a managerial position

Behave in a highly decent manner

Develop a learning-goal orientation

Quiz Start Time: 09:44 PM Time Left 86  
sec(s)

Question # 13 of 15 ( Start time: 09:52:21 PM ) Total Marks: 1  
Which one of the following is NOT the suggested technique for reducing procrastination?  
Select correct option:

Follow the WIFO principle

**Don't commit to other people**

Express a more positive attitude about your intentions

Motivate yourself with rewards and punishment

Quiz Start Time: 09:44 PM Time Left 87  
sec(s)

Question # 14 of 15 ( Start time: 09:53:02 PM ) Total Marks: 1  
Which style of conflict resolution is best when the issues involved are complex and critical, with no clear solution available?  
Select correct option:

Forcing

Avoiding conflict

**Compromising**

Accommodating

Quiz Start Time: 09:44 PM Time Left 88  
sec(s)

Question # 15 of 15 ( Start time: 09:53:42 PM ) Total Marks: 1  
To develop a good relationship with your manager or team leader you should:  
Select correct option:

Act like you enjoy your work

Continue your education

**Perform your job well**

Bring your manager coffee every morning

Question # 1 of 15 ( Start time: 10:00:03 PM ) Total Marks: 1  
Which three types of resources, an organization need?

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Select correct option:

**Physical, Financial, Human**

Physical, Financial, Social

Physical, Social, Human

Social, Financial, Human

Question # 2 of 15 ( Start time: 10:00:18 PM ) Total Marks: 1

According to a research \_\_\_\_\_ is the second happiest country.

Select correct option:

Denmark

**Germany**

China

England

Question # 3 of 15 ( Start time: 10:00:34 PM ) Total Marks: 1

\_\_\_\_\_ is the ability to develop good ideas that can be put into action.

Select correct option:

Aptitude

**Creativity**

Proficiency

Skill

Question # 4 of 15 ( Start time: 10:01:14 PM ) Total Marks: 1

Which disorder can be treated successfully with medication and a supportive environment at home and on the job?

Select correct option:

Attention Deficit

**Neurobiological**

Obsessive-Compulsive

Narcolepsy

Question # 5 of 15 ( Start time: 10:01:30 PM ) Total Marks: 1

Which one of the following affected by the environment, family, norms and values of society?

Select correct option:

**Personality**

Culture

Traditions

Customs

Question # 6 of 15 ( Start time: 10:01:57 PM ) Total Marks: 1

A social group towards which an individual feels opposition or a desire to compete is called:

Select correct option:

In group

**Out group**

Reference group

Secondary group

Question # 7 of 15 ( Start time: 10:02:20 PM ) Total Marks: 1

Which of the following strategy can help to overcome self defeating attitude?

Select correct option:

Examine yourself and make the necessary changes

Stop blaming others for your problems and cursing Fate

Some personal problem

**All of the given options**

Question # 8 of 15 ( Start time: 10:02:42 PM ) Total Marks: 1

Ayesha is known for walking the talk, or showing consistency between her words and her actions. Ayesha has developed a reputation for:

Select correct option:

Self-confidence

Emotional intelligence

**Trustworthiness**

High energy

Question # 9 of 15 ( Start time: 10:03:01 PM ) Total Marks: 1

Good relationships build due to proper:

Select correct option:

Resume

**Communication**

Behavior

Attitude

Question # 10 of 15 ( Start time: 10:03:12 PM ) Total Marks: 1

Identify the major contributor to happiness.

Select correct option:

Attaining a goal per day

Leading the Net lifestyle

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Having a regular recreation

**Leading a meaningful life**

Question # 11 of 15 ( Start time: 10:04:02 PM ) Total Marks: 1

A nonverbal indicator that a person is lying likely to be:

Select correct option:

A symmetrical smile

Maintaining eye contact without constant staring

**Frequent rubbing of the nose**

Facial expressions that last about four or five seconds

Question # 12 of 15 ( Start time: 10:04:21 PM ) Total Marks: 1

During the last few years, large-company stocks have returned about 20 percent annually and corporate bonds about:

Select correct option:

**12-15 percent**

10-14 percent

13-15 percent

11-14 percent

**Relative Return of Stocks and Bonds**

During the last few years, large-company stocks have returned about 20 percent annually, and corporate bonds about 12-15 percent.

Question # 13 of 15 ( Start time: 10:05:13 PM ) Total Marks: 1

A \_\_\_\_\_ is a small semi-conscious message we send with a powerful impact on the receiver.

Select correct option:

Channel

Communication

Flow

**Micro-inequity**

Question # 14 of 15 ( Start time: 10:05:30 PM ) Total Marks: 1

Which of the following is NOT recommended as a way of creating a strong presence?

Select correct option:

Get involved in high visibility projects

Get involved in teams

**Take hold on to your manager's favorite tasks**



Make constructive suggestions

Question # 15 of 15 ( Start time: 10:05:44 PM ) Total Marks: 1

The meanings which I want to communicate to the viewers are known as:

Select correct option:

**Intended meanings**

Pure meanings

Perceived meanings

Dictionary meanings

Quiz Start Time: 10:07 PM Time Left 85

sec(s)

Question # 1 of 15 ( Start time: 10:07:41 PM ) Total Marks: 1

During electronic brainstorming, suggestions from group members are:

Select correct option:

Accumulate in a file for review at a later time

**Entered into the computer and seen by other group members**

Edited automatically for spelling and grammar

Approach through the cellular phone

Quiz Start Time: 10:07 PM Time Left 88

sec(s)

Question # 2 of 15 ( Start time: 10:08:21 PM ) Total Marks: 1

The extent to which an individual has broad interests and is willing to take risks called:

Select correct option:

Emotional stability

Extroversion

Conscientiousness

**Openness to experience**

Quiz Start Time: 10:07 PM Time Left 84

sec(s)

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Question # 3 of 15 ( Start time: 10:08:53 PM ) Total Marks: 1

A study of 300 happy marriages revealed that the most frequently mentioned reason for such bliss was having a generally:

Select correct option:

Both have decision making power

Show concern on each other

Equal opportunities for each other

**Positive attitude toward each other**

**The Importance of choosing a spouse carefully**

**A study of 300 happy marriages revealed that the most frequently mentioned reason for such bliss was**

**having a generally positive attitude toward each other.**

Quiz Start Time: 10:07 PM Time Left 88

sec(s)

Question # 4 of 15 ( Start time: 10:09:28 PM ) Total Marks: 1

Which one of the following can be enhanced by improving work habits relating to procrastination?

Select correct option:

Achievement

Interest

**Productivity**

Services

**The productivity can be enhanced by improving work habits relating to procrastination.**

Quiz Start Time: 10:07 PM Time Left 86

sec(s)

Question # 5 of 15 ( Start time: 10:09:53 PM ) Total Marks: 1

Companies gain the edge when, in addition to having an educated workforce, employees have high self-esteem and show all of the following behavior EXCEPT:

Select correct option:

Trusting your own capabilities

**A feeling of dependency on leadership for direction**

Being creative and innovative

Taking personal responsibility for problems

Quiz Start Time: 10:07 PM Time Left 88  
sec(s)

Question # 6 of 15 ( Start time: 10:10:30 PM ) Total Marks: 1  
Which one of the following is NOT the reason of over spending of money?  
Select correct option:

Shop Keeper is friendly  
Enjoy shopping  
Credit is accessible easily  
**Having a long term debt**

Quiz Start Time: 10:07 PM Time Left 88  
sec(s)

Question # 7 of 15 ( Start time: 10:11:11 PM ) Total Marks: 1  
Negative attitudes disrupt the process of:  
Select correct option:

Conflict  
**Change**  
Effort  
Production

Quiz Start Time: 10:07 PM Time Left 88  
sec(s)

Question # 8 of 15 ( Start time: 10:11:42 PM ) Total Marks: 1  
Identify which type of communication requires fewer human relations skills.  
Select correct option:

Written  
**Non verbal**  
Verbal  
Unwritten

Quiz Start Time: 10:07 PM Time Left 87  
sec(s)

Question # 9 of 15 ( Start time: 10:12:10 PM ) Total Marks: 1

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Which one of the following is the primary principle of effective time management?

Select correct option:

Organizing

**Planning**

Leading

Performing

**The primary principle of effective time management is planning;**

Quiz Start Time: 10:07 PM Time Left 84

sec(s)

Question # 10 of 15 ( Start time: 10:12:47 PM ) Total Marks: 1

Which of the following is a form of depression that develops during the hot and humid?

Select correct option:

Obsessive-Compulsive Disorder

**Seasonal Affective Disorder**

Neurobiological Disorders

Attention Deficit Disorder

**Seasonal Affective Disorder (SAD) is a form of depression that develops during the hot and humid season and disappears as the weather becomes pleasant.**

Quiz Start Time: 10:07 PM Time Left 87

sec(s)

Question # 11 of 15 ( Start time: 10:13:35 PM ) Total Marks: 1

Which of the following is NOT the type of psychological tests that are used in selecting employees?

Select correct option:

**Attitude tests**

Interest tests

Personality tests

Achievement tests

Quiz Start Time: 10:07 PM Time Left 87

sec(s)

Question # 12 of 15 ( Start time: 10:14:11 PM ) Total Marks: 1

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One can only be happy if one has the desire and intention to be happy like:

Select correct option:

Endeavor to change the way you look at things.

Devote some time to reading a few pages of an inspiring book

Each day do something good for yourself.

**All of the given options**

Quiz Start Time: 10:07 PM Time Left 87  
sec(s)

Question # 13 of 15 ( Start time: 10:15:09 PM ) Total Marks: 1

Identify the major contributor to happiness.

Select correct option:

Attaining a goal per day

Leading the Net lifestyle

Having a regular recreation

**Leading a meaningful life**

Quiz Start Time: 10:07 PM Time Left 88  
sec(s)

Question # 14 of 15 ( Start time: 10:15:58 PM ) Total Marks: 1

According to research which of the following percentage reveals that all business communication fails to achieve the intended purposes.

Select correct option:

**70 percent**

40 percent

65 percent

80 percent

**Various**

**research studies have revealed that as much as 70 percent of all business communication fails to achieve the intended purposes.**

Quiz Start Time: 10:07 PM Time Left 88  
sec(s)

Question # 15 of 15 ( Start time: 10:16:46 PM ) Total Marks: 1

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Attaining the twin goals of organizational rewards and personal satisfaction show:

Select correct option:

Personal success

Organizational success

**Career success**

Success

The new model of career advancement fits a definition of **career success** as attaining the twin goals of organizational rewards and personal satisfaction.

Quiz Start Time: 10:23 PM Time Left 85  
sec(s)

Question # 1 of 15 ( Start time: 10:23:01 PM ) Total Marks: 1

To develop a good relationship with your manager or team leader you should:

Select correct option:

Act like you enjoy your work

Continue your education

**Perform your job well**

Bring your manager coffee every morning

Quiz Start Time: 10:23 PM Time Left 80  
sec(s)

Question # 2 of 15 ( Start time: 10:23:28 PM ) Total Marks: 1

According to which technique, you mentally convert negative aspects into positive ones by looking for positive elements in a situation?

Select correct option:

**Cognitive restructuring**

Optimistic approach

Grievance Procedure

Negotiation

Quiz Start Time: 10:23 PM Time Left 79  
sec(s)

Question # 3 of 15 ( Start time: 10:24:01 PM ) Total Marks: 1

Ferhat is able to chanalized the pressure to perform the task, that pressure is called:

Select correct option:

**Positive stress**

Negative stress

Distress

Chronic Stress

Quiz Start Time: 10:23 PM Time Left 79  
sec(s)

Question # 4 of 15 ( Start time: 10:24:29 PM ) Total Marks: 1

Emotional intelligence generally compacted with the ability to:

Select correct option:

**Connect with people and understand their emotions**

Stay in control while taking tests

Knowing how to throw a explosion for effect

Using common sense to earn a living

Quiz Start Time: 10:23 PM Time Left 80  
sec(s)

Question # 5 of 15 ( Start time: 10:24:57 PM ) Total Marks: 1

From management point of view, Human Relations are very important because it contributes to:

Select correct option:

**Organizational effectiveness**

Equality among the workers

High turnover of employees

Control over employees

Quiz Start Time: 10:23 PM Time Left 79  
sec(s)

Question # 6 of 15 ( Start time: 10:25:18 PM ) Total Marks: 1

A key factor contributing to a positive impression is:

Select correct option:

Develop passion and pride

Accomplishment

**Projecting a sense of control**

Develop a professional code of ethics

Quiz Start Time: 10:23 PM Time Left 73  
sec(s)

Question # 7 of 15 ( Start time: 10:26:50 PM ) Total Marks: 1

A recommended approach to networking is to keep a list of at least \_\_\_\_\_ people whom you contact at least once a month, even by e-mail, SMS, or phone call.

Select correct option:

**25**

15

10

30

**A**

**recommended approach to networking is to keep a list of at least 25 people whom you contact at least once a month, even by e-mail, SMS, or phone call.**

Quiz Start Time: 10:23 PM Time Left 78  
sec(s)

Question # 8 of 15 ( Start time: 10:27:50 PM ) Total Marks: 1

All of the following are techniques for overcoming cross-cultural communication barriers EXCEPT:

Select correct option:

Use straightforward language and speak slowly and clearly

Be alert to cultural differences in customs and behavior

**De-emphasize nonverbal communication**



Observe cultural differences in manners/customs

**More steps to improve Cultural Relations:**

- . Be alert to cultural differences in customs and behavior.
- . Use straightforward language and speak slowly and clearly.
- . When the situation is appropriate, speak in the language of the people from another culture. If you speak a few words in the language of others it will leave a good impression on him/her
- . Observe cultural differences in manners/customs.
- . Be sensitive to differences in nonverbal communication. (The American thumb and finger symbol for "OK" is particularly hazardous.)
- . Do not be diverted by style, accent, grammar, or personal appearance.
- . Listen for understanding, not for agreement or disagreement.
- . Be attentive to individual differences in appearance.

Quiz Start Time: 10:23 PM Time Left 79  
sec(s)

Question # 9 of 15 ( Start time: 10:28:34 PM ) Total Marks: 1

Which one of the following stress is good because it makes you able to achieve something?

Select correct option:

**U stress**

- Negative stress
- Hyper stress
- Distress

Quiz Start Time: 10:23 PM Time Left 82  
sec(s)

Question # 10 of 15 ( Start time: 10:29:03 PM ) Total Marks: 1

Which of the following is likely to be perceived as NOT being a team player?

Select correct option:

- Avoid backstabbing
- Share the glory
- Establish trust

**Give opinions that pleases team members even if know it's not true**

Quiz Start Time: 10:23 PM Time Left 79  
sec(s)

Question # 11 of 15 ( Start time: 10:29:41 PM ) Total Marks: 1  
Which one of the following is NOT an example of self defeating behavior?  
Select correct option:

- Disorganization
- Excessive guilt
- Losing temper
- Proactive**

Quiz Start Time: 10:23 PM Time Left 80  
sec(s)

Question # 12 of 15 ( Start time: 10:30:08 PM ) Total Marks: 1  
“The way you present your personality in front of others” is best described by which of  
the following terms:  
Select correct option:

- Perceived Self
- Private Self
- Projected Self**
- Self-concept

Quiz Start Time: 10:23 PM Time Left 75  
sec(s)

Question # 13 of 15 ( Start time: 10:31:03 PM ) Total Marks: 1  
Which of the feeling can harm the relationship of the two-income family?  
Select correct option:

- Arguing
- Passivity
- Compromising

**2. Deal with feelings of competitiveness. This feeling can harm the relationship.**

Quiz Start Time: 10:23 PM Time Left 77  
sec(s)

Question # 14 of 15 ( Start time: 10:32:35 PM ) Total Marks: 1

Which kind of values influences decision making at every step?

Select correct option:

Personal

Social

**Personal and social**

Collective and personal

Quiz Start Time: 10:23 PM Time Left 80  
sec(s)

Question # 15 of 15 ( Start time: 10:33:21 PM ) Total Marks: 1

Sobia should try to take remedial measures to address the issue of apathy through:

Select correct option:

Physical exercise

Enjoy activities

Get organized

**Follow all of the above remedial measures**

Question # 1 of 15 ( Start time: 10:36:38 PM ) Total Marks: 1

Which of the following is a suggested way of building good relationships with customers?

Select correct option:

When a customer complains, be defensive

**Show care and concern for the customer**

Establish customer dissatisfaction goals

Place the company's needs first

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Question # 2 of 15 ( Start time: 10:37:19 PM ) Total Marks: 1

In which model of career advancement, an individual would strive to be promoted to a management or leadership position.

Select correct option:

Traditional

Alternative

Modern

**None of the given options**

Question # 3 of 15 ( Start time: 10:39:06 PM ) Total Marks: 1

Which one of the following can be enhanced by improving work habits relating to procrastination?

Select correct option:

Achievement

Interest

**Productivity**

Services

Question # 4 of 15 ( Start time: 10:39:31 PM ) Total Marks: 1

Which of the following is listed as the number-one fastest growing occupation in 2000 - 2010?

Select correct option:

Medical assistants

**Computer engineer's application**

Computer support specialists

Computer Systems analysts

Question # 5 of 15 ( Start time: 10:40:23 PM ) Total Marks: 1

When you did not find creative solution to a problem despite concentrated effort, a recommended tactic is to:

Select correct option:

Take a brief break from problem solving

Lock yourself in the work area until the problem is resolved

Drop the problem, and look for another problem to solve

**Engage in brain writing**

Question # 6 of 15 ( Start time: 10:41:20 PM ) Total Marks: 1

Ahmad must consider the following steps while establishing goals for budgeting process EXCEPT:

Select correct option:

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Decide on your needs and wants

Short-term and long-term frame

**Ignore the time frame for your budget**

Goal setting process

Question # 7 of 15 ( Start time: 10:42:16 PM ) Total Marks: 1

All of the following factors help to control the external environment EXCEPT:

Select correct option:

Your gestures projects self assurance

Make positive assertions

Performance is the indicator of potentials

**Avoid broad experience**

**Important tips to control external environment**

Let us discuss some points that help control external environment.

**1. Manager sees performance as a measure of potential, not potential as a measure of performance. Try to**

**perform well as the performance is the indicator of your potential.**

**2. Appearing physically fit is a part of success image. Success syndrome also includes your physical fitness,**

**health and pleasant behaviour. It leaves a good impression on the people around you.**

**3. Make your gestures project self-assurance and purpose. People would like to be a member of your team,**

**if your gestures show self-assurance.**

**4. Make positive assertions such as “This is a demanding assignment and I welcome the challenge”.By**

**doing this, not only you enhance your confidence, it energizes the people around you.**

Question # 8 of 15 ( Start time: 10:43:09 PM ) Total Marks: 1

Which of the following resume formats consider worthy to apply for a job?

Select correct option:

Microsoft Front Page

**Microsoft Word**

Email document

Microsoft Publisher

Question # 9 of 15 ( Start time: 10:43:29 PM ) Total Marks: 1

If an individual has no concern of the political activities that who is being elected in elections, it is the sign of:

Select correct option:

Compassion

Passivity

Question # 10 of 15 ( Start time: 10:43:55 PM ) Total Marks: 1

Workplace violence usually stems from:

Select correct option:

**Anger**

Failure

Disturbance

Displeasure

Two key elements of a personal financial plan are \_\_\_\_\_ and budget.

Select correct option:

Funds

Capital

Mission statement

**Financial goals**

**Two key elements of the plan are financial goals and a budget.**

Question # 12 of 15 ( Start time: 10:48:06 PM ) Total Marks: 1

As a result of reengineering, work processes are:

Select correct option:

**Radically redesigned and simplified**

Turned over to outside companies

Made much more complex

Restricted by computer programs

**Getting rid of unproductive work is part of reengineering in which work processes are radically redesigned and simplified**

Nonverbal communications are:

Select correct option:

**Neither spoken nor written**

Only written

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Only spoken

Not real communications

Question # 14 of 15 ( Start time: 10:49:06 PM ) Total Marks: 1

The increase of knowledge contributes to creativity because knowledge:

Select correct option:

Can be alternate for insight

**Supplies the building blocks for generating and combining ideas**

Avoid too much mental flexibility

Allows for the development of a traditional mental set

Question # 15 of 15 ( Start time: 10:50:09 PM ) Total Marks: 1

The cognitive process, in which an individual selects, organizes and gives meaning to environmental stimuli called:

Select correct option:

Intelligence

**Perception**

Reasoning

Emotion

Quiz Start Time: 10:53 PM Time Left 81  
sec(s)

Question # 1 of 15 ( Start time: 10:53:49 PM ) Total Marks: 1

During electronic brainstorming, suggestions from group members are:

Select correct option:

Accumulate in a file for review at a later time

**Entered into the computer and seen by other group members**

Edited automatically for spelling and grammar

Approach through the cellular phone

Quiz Start Time: 10:53 PM Time Left 79  
sec(s)

Question # 2 of 15 ( Start time: 10:54:09 PM ) Total Marks: 1

Which approach focus on our tendency to copy the beliefs and behaviors of others?  
Select correct option:

**Social approaches**

Cognitive approach

Behavioral approach

Cognitive and behavioral approach

Quiz Start Time: 10:53 PM Time Left 77  
sec(s)

Question # 3 of 15 ( Start time: 10:54:38 PM ) Total Marks: 1

Share of ownership in the corporations by buying and selling universal stocks is called:  
Select correct option:

Stock prices

Stock exchange

Stock market

**Common stock**

### **5. Common Stocks.**

Investing in stocks usually means buying and selling common stocks. Most mutual funds invest in common stocks. Stock prices rise and fall over such tangible factors as the price of oil, fluctuations in interest rates, and outbreaks of disease.

Quiz Start Time: 10:53 PM Time Left 79  
sec(s)

Question # 4 of 15 ( Start time: 10:55:37 PM ) Total Marks: 1

When someone is in love or in affectionate relationship with someone, one feels secure and satisfied. It depicts which theory?



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Select correct option:

**Need for intimacy theory**

Balance theory

Social exchange theory

Need Theory

**Need for intimacy**

According to the theory of need for intimacy, love is an experience seated in the non-rational side of the brain. People generally have a strong need for intimacy, love and affection. When someone is in love or in affectionate relationship with someone, one feels secure and satisfied. Harry Stack Sullivan's definition of love and affection is relevant here:

Quiz Start Time: 10:53 PM Time Left 86 sec(s)

Question # 5 of 15 ( Start time: 10:56:59 PM ) Total Marks: 1

Which style of conflict resolution is best when the issues involved are complex and critical, with no clear solution available?

Select correct option:

Forcing

Avoiding conflict

**Compromising**

Accommodating

Quiz Start Time: 10:53 PM Time Left 79 sec(s)

Question # 6 of 15 ( Start time: 10:57:24 PM ) Total Marks: 1

What kind of personality is usually associated with stress?

Select correct option:

**Type A**

Type B

Inner directed

Traditional

Quiz Start Time: 10:53 PM Time Left 77  
sec(s)

Question # 7 of 15 ( Start time: 10:58:01 PM ) Total Marks: 1  
Networking implies helping others and doing all of the following EXCEPT:  
Select correct option:

- Giving advice
- Giving industry specific information
- Giving trade secrets**
- Giving contacts

Quiz Start Time: 10:53 PM Time Left 87  
sec(s)

Question # 8 of 15 ( Start time: 10:58:44 PM ) Total Marks: 1  
Which of the following is a suggested way to achieve high-level customer service?  
Select correct option:

- Be helpful rather than defensive when a customer complains
- Invite the customer back
- Avoid rudeness
- All are the suggested ways**

Quiz Start Time: 10:53 PM Time Left 82  
sec(s)

Question # 9 of 15 ( Start time: 10:59:06 PM ) Total Marks: 1  
Organized clubs and committees are example of:  
Select correct option:

- Emergent Groups**
- Work Groups
- Social Groups

Out group

Quiz Start Time: 10:53 PM Time Left 80  
sec(s)

Question # 10 of 15 ( Start time: 10:59:53 PM ) Total Marks: 1

Hasan has the capability and meet the requirements to get a particular job, which type of resume he will prepare?

Select correct option:

**Targeted resume**

Creative resume

Chronological resume

Functional resume

Quiz Start Time: 10:53 PM Time Left 79  
sec(s)

Question # 11 of 15 ( Start time: 11:00:19 PM ) Total Marks: 1

Which one of the following can be enhanced by improving work habits relating to procrastination?

Select correct option:

Achievement

Interest

**Productivity**

Services

Quiz Start Time: 10:53 PM Time Left 80  
sec(s)

Question # 12 of 15 ( Start time: 11:00:54 PM ) Total Marks: 1

Attitudes are an important part of human relations because they are linked to:

Select correct option:

Perception

Motivation

Relationships

**All of the given options**

Quiz Start Time: 10:53 PM Time Left 68  
sec(s)

Question # 13 of 15 ( Start time: 11:01:49 PM ) Total Marks: 1  
Ahmad is a salesperson. He has high \_\_\_\_\_ then an accountant.  
Select correct option:

**Sociability**

Supremacy  
Reflexive  
Directive

Quiz Start Time: 10:53 PM Time Left 81  
sec(s)

Question # 14 of 15 ( Start time: 11:02:41 PM ) Total Marks: 1  
Which of the following is a suggestion for building good relationships with coworkers?  
Select correct option:

Maintain honest and open relationships  
Make other people feel important  
Be a team player

**The entire above are suggested ways**

Quiz Start Time: 10:53 PM Time Left 78  
sec(s)

Question # 15 of 15 ( Start time: 11:03:21 PM ) Total Marks: 1  
The major factor behind self-defeating attitude and behavior is:  
Select correct option:

**Negative thinking**

Disorganization

Poor Planning

Losing temper

Quiz Start Time: 11:04 PM

Time Left 90

sec(s)

Question # 1 of 15 ( Start time: 11:05:01 PM ) Total Marks: 1

Strategies for improving ones self-confidence generally work well unless the person has deep-root feeling of:

Select correct option:

Superiority

Inferiority

**Fear**

Authority

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 2 of 15 ( Start time: 11:06:42 PM ) Total Marks: 1

Ideally you should pursue a career that provides you with right balance among work, leisure, and interaction with \_\_\_\_\_.

Select correct option:

Data

Things

**People**

Information

Quiz Start Time: 11:04 PM

Time Left 87

sec(s)

Question # 3 of 15 ( Start time: 11:07:15 PM ) Total Marks: 1

Behavior modification can sometimes be applied successfully through:

Select correct option:

Rewards

Punishment

**Rewards and punishment**

Motivation

Quiz Start Time: 11:04 PM

Time Left 88

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sec(s)

Question # 4 of 15 ( Start time: 11:07:48 PM ) Total Marks: 1

To study the customer which thing is needed?

Select correct option:

Pay attention to the behavior

Dressing

Style of the customer

**All of the given options**

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 5 of 15 ( Start time: 11:08:20 PM ) Total Marks: 1

Many unethical acts are illegal which leads to:

Select correct option:

**Financial loss and punishment**

Failure

Collapse

Break down

**Many unethical acts are illegal leading to financial loss and punishment. High ethics can increase quality of work life. The organizations working for long term goals develop goodwill and trust with the passage of time and people like to work with such organizations.**

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 6 of 15 ( Start time: 11:09:35 PM ) Total Marks: 1

Which of the following will help you in choosing a career in future?

Select correct option:

Understanding the inner you

Assessing your interests

Assessing your skills

**All of the given options**

Quiz Start Time: 11:04 PM

Time Left 89

sec(s)

Question # 7 of 15 ( Start time: 11:10:12 PM ) Total Marks: 1

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An employee who wants to be a good team player should:

Select correct option:

Avoid giving information and opinions to others

Avoid asking for favors from other team members

Keep jokes to himself or herself

**Provide emotional support to group members**

Quiz Start Time: 11:04 PM

Time Left 87

sec(s)

Question # 8 of 15 ( Start time: 11:10:56 PM ) Total Marks: 1

If an individual has no concern of the political activities that who is being elected in elections, it is the sign of:

Select correct option:

Compassion

Passivity

Empathy

**Apathy**

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 9 of 15 ( Start time: 11:11:32 PM ) Total Marks: 1

Which one of the following helps to build up attitude?

Select correct option:

Reward

Punishment

**Reward and punishment**

Compensation

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 10 of 15 ( Start time: 11:12:03 PM ) Total Marks: 1

According to which technique, you mentally convert negative aspects into positive ones by looking for positive elements in a situation?

Select correct option:

**Cognitive restructuring**

Optimistic approach

Grievance Procedure

Negotiation

Quiz Start Time: 11:04 PM

Time Left 88

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sec(s)

Question # 11 of 15 ( Start time: 11:12:38 PM ) Total Marks: 1

To rely on stored information that is repackaged as insight to make decisions called:

Select correct option:

Long forgotten information

Accessible only to highly creative people

Long-term memory

**Intuition**

Quiz Start Time: 11:04 PM

Time Left 88

sec(s)

Question # 12 of 15 ( Start time: 11:13:21 PM ) Total Marks: 1

Ferhat is able to chanalized the pressure to perform the task, that pressure is called:

Select correct option:

**Positive stress**

Negative stress

Distress

Chronic Stress

Quiz Start Time: 11:04 PM

Time Left 86

sec(s)

Question # 13 of 15 ( Start time: 11:14:05 PM ) Total Marks: 1

Now a days organizations are emphasizing more on which type of growth?

Select correct option:

**Horizontal**

Vertical

Lateral

Straight up

Quiz Start Time: 11:04 PM

Time Left 89

sec(s)

Question # 14 of 15 ( Start time: 11:14:38 PM ) Total Marks: 1

Job search is a \_\_\_\_\_ way of finding a job that suits your circumstances and interests.

Select correct option:

Proper

**Systematic**

Experimental

Logical



Quiz Start Time: 11:04 PM

Time Left 86

sec(s)

Question # 15 of 15 ( Start time: 11:15:12 PM ) Total Marks: 1

Which of the following is/are considered to be importance traits of effective leaders?

Select correct option:

Ask the right questions

Gives frequent feedback on performance

Develop partnerships with people

**All the traits are included**